



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

313-16
BX5 PAGE
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1. Application Date 6-20-73	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 73-39		Date Received JUN 29 1973	Date Completed 73-457 JUL 19 1973
3. AGENCY, Division, Subdivision & Administering Office Address Department of Public Safety Uniform Division Commanding Officer's Office 959 E. Confederate Ave., S.E., Atlanta, Georgia 30301		4. Person to Contact Joan Rountree	5. Working Title Stenographer
		6. Tel. No. 656-6082	

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series
71 - present

9. Exact Series Title
Post Operations File

10. What is the function of the office in which this record series is created?

ITEM-10

The Uniform Division is responsible for the patrol of streets and highways of this state to insure the safety of lives, injuries, and property to investigate motor vehicle accidents, to be available for civil disorders or natural disasters, licensing of citizens to operate motor vehicles, suspension or revocation of license, accident investigation and computation of related statistics, supervises motor vehicle inspection records and distribution of motor vehicle inspection stickers and other documents and insure the safety of the Governor of the State of Georgia and his family.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relate to all field operations of each patrol post in the State of Georgia. Included are reports of fatalities and DUI arrest in area assigned to post. Arrests and disposition of cases by counties showing breakdown of arrests, type of dispositions and fines (GSP #6) Inspection record of post (GSP #22) Breakdown of Accidents (GSP #49) and related correspondence.
Filed by patrol post.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records		
Letter-size File Drawers	1 1/2 drawer	2.25	FLOOR SPACE OCCUPIED (Square Feet)	1/2 drawer	.75		
Legal-size File Drawers				In Office(s)	In Storage Area(s)		
				6 feet			
			AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years
				3	1	0	0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain.

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ []
14. Is there a duplication of this series in another office or agency? Patrol Post ☒ [X] ☐ []
15. Is the information contained in this series ever summarized or published? ☐ [] ☒ [X]
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☒ [X] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [X] ☐ []

Data gives historical information

24. REQUIREMENTS. The following requires the files to be kept 2 years:

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☒ [X] ADMINISTRATIVE DECISION f. ☒ [X] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ [X] CALENDAR YEAR ☐ [] FISCAL YEAR ☐ [] OTHER _____, then:

Record Copy:

- ☒ [X] Hold in the current files area _____ month(s)/ 2 year(s):
- ☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold _____ year(s):
- ☐ [] Destroy.
- ☒ [X] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☐ [] Other: (Specify)

Patrol Post Copy: Cut off C/Y. Hold CFA 2 years; then destroy.

(☒ [X]) concur () nonconcur

[Signature]
Commanding Officer's Signature

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>[Signature]</i>	June 28, 1973		
26. Recommendations in paragraph 25 are:	Agency Head/Designee	<i>[Signature]</i>	6-28-73
	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved		
	State Auditor/Designee	<i>[Signature]</i>	7-16-73
	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved		
	Secretary of State/Designee	<i>[Signature]</i>	7-2-73
	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved		
	Attorney General/Designee	<i>[Signature]</i>	7-16-73
	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved		

STATE RECORDS
COMMITTEE